COMPUTER SPECIALIST GS-0334-09

INFORMATION SYSTEMS

COMPUTER SPECIALIST (INFO SECURITY) GS-334-09

INTRODUCTION

This position is located in the Information Systems Division, Command Support Department, Air Station, Lemoore, California. The incumbent acts as an assistant to the station ADP Security Officer. The incumbent assists in the management, review, monitoring and execution of the AIS Security Program, and helps provide an appropriate level of security for station AIS assets. He/she also helps coordinate the Life Cycle Management Program for AIS equipment.

MAJOR DUTIES AND RESPONSIBILITIES

Acts as the Assistant Automated Data Processing Security Officer at NAS Lemoore. Assists in the preparation, and execution of a comprehensive security program for all information processing systems on station. Assist in developing and maintaining the Activity Security Plan to provide adequate security to protect AIS systems, networks and office information systems including the integrity of the data. Documents the current AIS security environment, develops program objectives, and outlines a POA&M for program implementation. Coordinates the development and maintenance of accreditation support documentation. Assists in the preparation, maintenance and execution of the Activity ADP Security Accreditation Schedule. Conducts Security Test and Evaluation (ST&E) as part of the accreditation procedure. Assists in developing short range and long range AIS security program goals for the station. Assists in the administration of the AIS security training program. Prepares and disseminates AIS security related material and literature.

Develops and conducts program surveys and audits to evaluate program effectiveness in achieving AIS security objectives. Provides AIS security advisory services to operational professionals and management on established AIS security policy. Develops, maintains, and monitors reporting systems affecting the AIS Security program. Provides information to management on the effective evaluation of AIS security program operations and milestones. Analyzes, extracts, summarizes, and identifies apparent trends and issues in AIS security. Forecasts and estimates AIS security program requirements. Prepares reports, justifications, statistical, and narrative data for presentations and briefings, and assists the departments' ADP Systems Security Officers by reviewing their plans and procedures. Advises for completeness and adherence to established policy to ensure program execution. Reviews and interprets new and established directives, instructions, regulations, etc., for potential impact on AIS security program objectives, operating policies, work operations, and progress. Analyzes existing program and develops improved techniques to better meet AIS security organizational goals. Reviews and evaluates existing procedures and recommends methods of reporting and correcting AIS security violations and breakdowns. Prepares procedures and guidelines concerning the AIS security program, and make recommendations for changes and adjustments as needed to accomplish the AIS security program goals and objectives.

Reviews and evaluates existing procedures and provides methods of reporting and makes recommendations for correcting AIS security violations and breakdowns. Investigates and documents all AIS security incidents or violations to determine their cause and then recommends the appropriate corrective action.

Supports an effective Risk Management Program. Conducts and documents risk assessments for each AIS activity or network, including those under development. Reviews documentation and identifies corrective actions. Reviews and evaluates the security impact of system changes. Coordinates the analysis, test, and evaluation of contingency plans for each AIS system and network for which unplanned disruption of service would have a critical impact on mission accomplishment.

Acts as the focal point for Abbreviated System Decision Papers (ASDP's) for all AIS software, hardware and supplies. Maintains a comprehensive file and listing of all ASDP approvals. Reviews and approves all requisitions for life cycle requirements and proper ASDP approval assignment.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of DON AIS Security requirements to assist in risk assessment and justification of physical security controls, and to evaluate the adequacy of the contingency plans.

Knowledge of and skill in applying conventional methods used to gather, analyze, and evaluate information concerning AIS resource management, draw conclusions, and recommend appropriate action.

Skill in written and oral communication sufficient to prepare and present findings and recommend solutions. Ability to prepare and present graphs and charts. Skill in expressing concepts and technical information clearly and effectively.

Knowledge of AIS resource management policies, concepts, practices, and principles to evaluate an AIS Security program.

Knowledge of operating characteristics of the activity's computer systems and support system software. Knowledge of software and hardware to do analyses and studies to advise on needed system security and to understand project requirements, which include security specifications for implementation. Knowledge of activity missions, organization, functions, and operations. Knowledge of, and skill in using management information systems, office automation systems and processes.

Ability to establish and maintain effective relationships with all levels of management.

Ability to analyze program data and assist in the preparation of program plans and proposals.

Call back and emergency overtime are regular requirements of this position.

Job requires travel to perform job assignments.

Work requires the employee to have a SECRET security clearance.

SUPERVISORY CONTROLS

Work is performed under the general supervision of ADP Security Officer. The supervisor schedules and establishes time frames for the completion of assignments, assigns studies or segments of studies which will be independently conducted; discusses objectives sought

and provides general instructions or directives to be utilized and resolves technical problems. Work is spot checked while in progress and completed work is reviewed by the super-visor to determine adequacy of coverage, soundness of judgment and, where applicable, compliance with controlling policies and directives.

GUIDELINES

Guidelines consist of readily available directives, manuals, local and higher echelon instructions/policy. Guidance concerning new work assignments not covered by controlling publications and directives or unusual technical problems is provided by the supervisor. Incumbent is expected to use discretion and sound judgment on determining any deviation from established procedures.

COMPLEXITY

Assignments or objectives sought involve conducting management studies and investigations on AIS security issues and/or assisting in the implementation of the AIS security program. Work is complicated by the requirement to determine the effect of problems encountered and/or proposed AIS resource management solutions and recommendations. Environments where studies are conducted tend to remain stable. The incumbent is expected to use sound judgment and resourcefulness in resolving problems.

SCOPE AND EFFECT

Assignments or objectives sought are primarily internal reviews, studies, audits and analyses on the ability of the station activities to manage their AIS resources. The effect of these internal reviews is to provide management with recommendations/ comments on the functions or areas reviewed.

PERSONAL CONTACTS

Contacts are primarily with workers, program managers, supervisors, technical personnel and other representatives of the Air Station.

PURPOSE OF CONTACTS

Contacts are for the purpose of conducting studies, fact finding, gathering data, giving or receiving guidance, making presentations to management on AIS security solutions/recommendations, normally explaining in detail those recommendations that are more technical or complex.

PHYSICAL DEMANDS

The work is primarily sedentary. Work effort requires some physical activity such as lifting and carrying bulky/small computer system components, bending and stretching to install devices and moving light furniture to gain access to power cables and other connections.

WORK ENVIRONMENT

Most work is performed in an office setting. Occasional visits to industrial areas may be required. No special precautions or protective clothing are needed.